

MALVERN WATER WORKS

JOB DESCRIPTION (Revised 02/29/08)

POSITION:	UTILITY WORKER I
DIVISION:	DISTRIBUTION
LOCATION:	DISTRIBUTION SHOP
REPORTS TO:	DISTRIBUTION SYSTEM SUPERVISOR
	DISTRIBUTION SYSTEM FOREMAN
CLASSIFICATION:	HOURLY
QUALIFICATIONS:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
LANGUAGE SKILLS	Ability to read and write. Ability to effectively present information and respond to questions from supervisors, customers, and the general public.
MATHEMATICAL SKILLS	Ability to add, subtract and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
REASONING ABILITY	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
EDUCATION	High School Diploma or GED
LICENSES	No Water License, Valid Arkansas Driver's License
ACCOUNTABLE FOR:	Performing tasks that insure the efficient delivery supply of safe potable water to the customers of Malvern Water Works. By maintaining the Distribution System including fire hydrants, valves, repairs, small extensions, and etc.
JOB ACTIVITIES:	<p>Assist the Distribution System Supervisor and Foreman in operations and maintenance activities of the Distribution System, including, but not limited to:</p> <ul style="list-style-type: none">• equipment operation• inventory control• record keeping• reporting payroll data• monitoring of large and small equipment, vehicles, water valves, pumps, job safety practices• repairing leaks, fire hydrants• installing/renewing water services

- new construction
- updating Distribution Supervisor and Foreman regarding operations and other conditions within the Water Distribution System
- performing other job task as may be required by circumstances
- other tasks as may be assigned by the Distribution System Supervisor or Foreman

WORK WEEK: Generally five 8-hour shifts, Monday through Friday, 7:30 AM to 4:30 PM. However, conditions may require working longer hours to maintain the integrity of the system.

- BENEFITS:**
- Health Insurance – Medical, Vision & Dental
 - Arkansas Public Employees Retirement System
 - Employee Retirement Savings Plan
 - Workers' Compensation Insurance
 - Vacation (120 hours or 15 days)
 - Paid Sick Leave (160 hours per year or 20 days)
 - Thirteen paid Holidays

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be required to stand; walk; sit; use hands, finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to wear and operate a Self-Contained Breathing Apparatus.

WORK CONDITIONS The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.